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Dear Colleagues

Congratulations adult education programs!! The final 2007-08 GED numbers have been tabulated, and I am very pleased to announce that 10,307 GEDs were awarded, an 11 percent increase over the past year's statistics! This accomplishment is obviously a reflection of your dedication to your students and to achieving the goals of the New Framework for Adult Education with renewed emphasis on quality.

Although we will finish the year just short of our state GED goal of 10,631, this year's increase in GED production is the largest since fiscal year 2001. This outcome is especially remarkable considering the added obstacles your students have faced as gas prices continue to rise and the economy weakens. The KYAE staff and I could not be more pleased with your performance this year.

Thank you so much for your hard work, and congratulations to every GED graduate!

Sincerely,



KYAE retirements

Dr. Sandra Kestner, Senior Associate for Professional Development, and Janet Hoover, Senior Associate for Policy and Planning, will retire effective July 31.

Sandy, a career educator, has been in Kentucky Adult Education for 22 years, having spent the majority of her career designing, developing and coordinating professional development opportunities for adult educators. She also taught for seven years – science at the middle and high school levels and nutrition at the community college level.

Janet has 32 years in state government with the past five years in KYAE where her emphasis has been policy and communications. Prior to her KYAE work, Janet was in the communication offices in the Cabinet for Workforce Development, Cabinet for Human Resources and Kentucky State University.

Please join us in wishing them well as they transition to a new phase in their lives!

Assessment update

As previously announced, the following changes took effect July 1, 2008:

- TABE 7 & 8, including Workplace TABE, is no longer on the list of approved assessments.
- The Center for Applied Linguistics (CAL) has informed KYAE that score ranges for the BEST Literacy assessment have been realigned to educational levels within the National Reporting System (NRS). Beginning July 1, 2008, these changes will affect the NRS level of students enrolled and post-tested on the BEST assessment. Please [click here](#) to read information from CAL about this issue. Effective July 1, 2008, KYAE will revise its assessment policy and AERIN based on these changes.

In addition, a panel of outside experts chosen by the Office of Vocational and Adult Education (OVAE), U.S. Department of Education, is reviewing 13 tests of adult basic skills to determine the tests' suitability for measuring adult education outcomes in the [National Reporting System \(NRS\)](#). New [federal regulations](#) issued in January 2008, require OVAE's approval for all current or new tests used in the NRS. The review and approval process for all tests is scheduled for completion by July 1, 2008.

Region 4 and 5 contacts

Connie Spencer-Ackerman of the Adult Education Academy for Professional Development will provide Region 4 program support on a contract basis during 2008-09. Many adult educators know Connie from adult education training she has provided through the Academy at Morehead State University. Connie can be reached at c.spencerack@moreheadstate.edu or (606) 783-9377.

Donna Potter, formerly the Region 4 program support associate, will now be working with counties in Region 5. Donna can be reached at Donna.Potter@ky.gov or (502) 573-5114, ext. 121.

Please welcome Donna and Connie to their new roles.

GED policy changes

Please notify your students of the following changes regarding GED testing policies.

Pre-payment of test fee

Beginning July 1, students must submit GED test fees to test centers at least one business day prior to testing. Test centers may set deadlines for pre-payment of the fee that is greater than one day. Test fees may be paid in person or by mail. Please consult with your test center to understand its specific requirement for test fee pre-payment.

No-show policy

Beginning July 1, students who register for the GED test but do not take the test, must reschedule for the next available test slot within one week. The pre-paid fee will apply to the new date. If the student does not show for the second scheduled test, a new fee will be assessed when the student registers for a third time.

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Documents for testing

First time GED candidates must submit to the test center the signed KYAE-6 form with all appropriate documents attached and the GED123.org Proof of Registration.

Students who are retesting must submit page 2 of the signed KYAE-6 form with improved OPT scores. Therefore, programs should retain a copy of page two of the KYAE-6 form in the student folder in case the student needs to retest. When programs complete page 2 of the KYAE-6 form for retesting, they are attesting that the new OPT subtest score is higher and improves the student's chances of passing the GED. Programs will use their discretion in deciding how much the subtest score needs to be improved before they complete and sign the KYAE-6 form.

Program Directors Fall Institute – Leadership Matters

KYAE is sponsoring a two-day Program Directors Fall Institute on **August 21 and 22** at the Marriott Griffin Gate Hotel in Lexington. The name of the conference is “Leadership Matters” and will focus on developing the knowledge and skills of local directors to be strong program leaders focused on quality instruction for their students. Pre-conference and conference sessions will cover issues faced and information needed by program directors in their roles as administrative and instructional leaders. New policies will be presented and sessions will be held around themes such as leadership, personnel and fiscal management and instructional leadership as well as other topics.

Important note: Participation in the institute is required and every program must be represented by a program director. In addition, each county may send one additional instructional leader. Programs with multiple counties must insure that one director or instructional leader from each county attends.

Leadership Matters Schedule

Day One:

7:30-8:30 am	Continental Breakfast
8-11:30 am	Pre-Conference Sessions (4 separate sessions)
12-1:45 pm	Opening Luncheon with Keynote Speaker
2-5:15 pm	Concurrent Sessions (2 sets of 5 sessions)
5:15 pm	Reception

Day Two:

7:30-8:15 am	Regional Breakfast Buffet
8:30 am-12 pm	Concurrent Sessions (2 sets of 5 sessions)
12:15-2:30 pm	Closing Luncheon with Keynote Speaker

Registration is free and limited to KYAE-funded staff. KYAE will forward specific registration information and a registration form to you in the near future.

Programs are allowed to use PD funds to pay for travel and hotel accommodations. You may make hotel reservations by calling 859.231.5100 or 800.228.9290. Please indicate that you are attending the KYAE Program Directors' Fall Institute in order to receive the special room rate of \$88 single/quad.

Deadline for making hotel sleeping room reservations is August 6, 2008.

More program details will be forwarded to you in the near future. We look forward to seeing you there!

AERIN training

KYAE will provide training for the Adult Education Reporting Information Network (AERIN) for fiscal year 2008-2009 – details are below. Staff who will enter data into the system should attend. Terry Tackett will lead sessions for **current data-entry users** as listed below.

New users must contact Tammy Powers at Tammy.Powers@ky.gov to schedule an Introduction to AERIN training. New users are welcome to attend current user training.

Sessions are scheduled regionally for convenience and to minimize travel costs by eliminating an overnight stay. Travel expenses may be covered according to page 43 of the 2007-08 Kentucky Adult Education Policy and Procedure Manual.

Listed below are the locations and dates of the regional trainings. Enrollment is limited per session and will be filled on a first-come basis. **[You must pre-register for this training through PDtrack.](#)**

Driving directions can be found by clicking on the locations below. **Note:** There will be one day of training at each location. **Current users** will attend a session from 9 a.m. – 12 p.m. **or** 1 p.m. – 4 p.m. **Current users should attend only one three-hour session.** All trainings are local time.

[Madisonville Community College \(Hopkins County\)](#)

John H. Gray Building, Room 162, Madisonville, KY 42431
Tuesday, July 22, 2008 9 a.m.-12 p.m. **or** 1 p.m.-4 p.m.

[Bowling Green Technical College \(Warren County\)](#)

1845 Loop Drive, H Building, Room 133, Bowling Green, KY 42101
Wednesday, July 23, 2008 9 a.m.-12 p.m. **or** 1 p.m.-4 p.m.
PLEASE NOTE: Park in Parking Lot J

[Bluegrass Community & Technical College, Leestown Campus \(Fayette County\)](#)

164 Opportunity Way, Building M (Manufacturing Building), Room 121, Lexington, KY 40511
Friday, July 25, 2008 9 a.m.-12 p.m. **or** 1 p.m.-4 p.m.

[Pulaski County Board of Education](#)

501 University Drive, Board Room, Somerset, KY 42501
Tuesday, July 29, 2008 9 a.m.-12 p.m. **or** 1 p.m.-4 p.m.

[Southeast Kentucky Community & Technical College, Cumberland Campus](#)

700 College Road, Chrisman Hall Building, Room 117, Cumberland, KY 40823
Wednesday, July 30, 2008 9 a.m.-12 p.m. **or** 1 p.m.-4 p.m.

[Ahrens Learning Center, Louisville \(Jefferson County\)](#)

546 South 1st St, Room 110, Louisville, KY 40202
Monday, August 4, 2008 9 a.m.-12 p.m. **or** 1 p.m.-4 p.m.
PLEASE NOTE: Park in the YMCA parking lot on 2nd Street (between Chestnut and Muhammad), bring your parking ticket with you and have Donna McIntire stamp it before leaving to avoid paying a parking fee.

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Gateway Community & Technical College, Boone Campus (Florence, KY)

500 Technology Way, Room 121, Florence, KY 41042

Wednesday, August 6, 2008 9 a.m.-12 p.m. or 1 p.m.-4 p.m.

MSU at West Liberty, (training will be hosted by MSU at West Liberty)

155 University Drive, Academic Center Building, Class Room 204, West Liberty, KY 41472

Friday, August 8, 2008 9 a.m.-12 p.m. or 1 p.m.-4 p.m.

PLEASE NOTE: AERIN will be available for student data entry on July 28. Staff data can be entered in AERIN after July 15. All staff must be made active. Please complete all information on each staff screen. New staff can also be entered, which will create new staff PDtrack accounts.

Assistive technology tools

An increasing number of students with learning challenges and disabilities are coming to adult education programs for assistance in reaching their educational goals. Some learning challenges may be apparent after you administer the TABE but others are not immediately obvious. For example, have you noticed students squinting at computer screens or mentioning that they have a headache? If you don't see students wearing glasses, you might not think to ask about vision problems.

Microsoft Windows includes several features to help you better serve students with learning difficulties. The screen magnifier is a helpful tool for those who do not have glasses, are struggling to read along or for those who are visually impaired. You can access it by clicking on the Start button and selecting Accessories from the program list. Choose Accessibility and then screen magnifier from the list of options. The screen can be enlarged to seven times the initial size. Several other tracking options can be turned on. The program can be turned off easily when a student is finished working. Microsoft also includes a screen narrator but it is more difficult to use than a program like TextAloud.

For students with limited reading skills, the TextAloud program is an inexpensive option to assist skill development. TextAloud is software that can be set up to read the contents of Web pages or documents. Several listenable voices are available and others can be downloaded from the software's Web site (see below). When TextAloud is turned on, students hear the narration and also see the words being read highlighted on the screen. The pace of narration can be altered as can pitch and volume.

A 30-day demonstration version of TextAloud is available at www.nextuptech.com. The program can be downloaded from the Web site without waiting for a CD to be mailed out. The software costs only \$30 and can be installed on multiple computers. If you want additional voice options, these can be ordered at additional cost. The functionality of the trial version is more limited than the version you purchase but still includes enough features to fully test the program.

McCracken County program featured in KET publication

The June 2008 issue of KET's *Visions* magazine featured the McCracken County Adult Education program's successful use of the *GED Connections* series. [Click here](#) to read about how Stephanie Scheer and other instructors in the program have made KET their main source of curriculum materials.

Corrections education FAQs

KYAE has received the following questions pertaining to corrections education. This information will also be posted on KYAE's list of [Frequently Asked Questions](#).

Q: Why are inmates often transferred to another jail or put on work release before they are able to show educational level gains or earn a GED? When an inmate is transferred and then earns a GED, why can't both programs share the credit?

A: KYAE recognizes this situation can be very frustrating to adult educators who are committed to their students' and program's success. However, there are numerous factors that may necessitate the transfer of an inmate by the Kentucky Department of Corrections, and KYAE has no control over these factors. David Walters, KYAE Senior Associate for Program Support, maintains a close working relationship with the Kentucky Department of Corrections (DOC) and has stressed the importance of taking the inmate's educational program into consideration when making decisions about transfers. In addition, he recently attended the statewide Jailers Association Conference in Bowling Green and talked with jailers or their representatives from across Kentucky. He stressed with them the importance of not interrupting the inmate's education with transfer to another facility.

Also remember:

- While a county does not receive credit for the eventual GED if an inmate is transferred, the initial program will benefit through student performance funding from the level gains or multiple level gains made by the student while in the first county jail.
- Due to transfers across the state, sometimes a county program may lose an inmate nearing GED completion, and sometimes the program may gain an inmate nearing GED completion, creating some balance for each county program.

Q: Why are corrections education students counted in a county's performance?

A: Under the New Framework for Adult Education, KYAE integrated corrections funding into the core services grant in response to provider concerns. With integrated funding:

- The separate corrections enrollment goal was eliminated.
- Corrections education students count toward their program's enrollment goal and, therefore, performance measures.

Q: Who is eligible to receive "educational good time?" What documentation is needed?

A: Eligibility for Educational Good Time (EGT):

- State inmates (those in state prisons and county jails) who earn their GED are eligible to receive 90 days off their sentence.
- Local inmates are **not** eligible for EGT.

To prove eligibility, inmates must work with the educational coordinator within the jail or institution to submit the official GED transcript to DOC. It is not the adult educator's role to submit this documentation.

Q: Some inmates receive a monetary reward for earning the GED, while others do not. What is the distinction?

A: State inmates in state institutions receive a \$150 cash bonus for earning a GED. However, the local jailer controls whether state and county inmates in local jails earn a monetary reward for earning a GED. There is no requirement by DOC that the local jails provide a monetary reward for GED attainment. Those county jails that do provide a cash bonus use canteen funds.

Q: Can inmates take testing information with them when they are transferred to another facility?

A: If programs are entering assessment and educational information in AERIN in a timely manner as required by KYAE policy, the student information will be readily available to another county upon inmate transfer.

KnowHow2GoKy launched

Students and teachers from across the state joined state leaders on the steps of the Capitol on May 29 as the Council on Postsecondary Education launched KnowHow2GOKy, a multi-year, public service media outreach designed to encourage more Kentuckians to plan, enroll and succeed in college.

The launch event signified the beginning of TV and radio public service announcements, the launch of the KnowHow2GOKy Web site and the onset of a grassroots outreach across the state.

Outreach ads and materials feature warrior-like characters – named Algebra II, Biology and Foreign Languages – to challenge middle school and high school students to take the “tough” classes they need to prepare and succeed in college.

Funded primarily by public and private resources at the federal level and by federal funds through the GEAR UP Kentucky program, the outreach is modeled after the national KnowHow2Go initiative developed by the American Council on Education, Lumina Foundation for Education and the Ad Council.

In addition to students, KnowHow2GoKY also targets their parents and mentors to stay involved in the student’s academic life and help them plan early for college.

The national KnowHow2GO effort targets students in grades 8-12, but the Council on Postsecondary Education expanded the Kentucky outreach to include other audiences essential to meeting the goals of Kentucky’s Double the Numbers plan – transfer students, adult learners and GED students and graduates.

“KnowHow2GOKy is a vital part of Kentucky’s efforts to double the number of college graduates in the state by 2020,” said Sue Patrick, the Council’s director for communications. “We are extremely fortunate to leverage this national effort, customize it for use in Kentucky, and make it available to youth-serving and education-related groups free of charge.”

The Kentucky College Access Network, developed in partnership with the Prichard Committee for Academic Excellence and the Council, will coordinate the grassroots component of KnowHow2GoKY. Statewide TV and radio ads have already begun circulation, through the sponsorship of the Kentucky Broadcasters Association’s Public Education Partnership program.

The outreach Web site, KnowHow2GOKy.org, outlines the steps to college for each target audience, including transfer students and adults at different stages of their educational career. The interactive site features a “Find Help” section, which allows users to locate programs in their county to assist them in planning, paying and enrolling in college. A virtual campus tour allows students to explore a campus at their own pace.

For more information on the KnowHow2GOKY campaign, to view the ads or access the press kit, visit <http://www.knowhow2goky.org/commonnav/sitelaunch.php>.

LitNotes winners

If you’re not reading the [monthly LitNotes](#), you’re missing out on extremely valuable teaching resources as well as a chance to win educational materials for your program. Produced by the Kentucky Institute for Family Literacy, the series of monthly *LitNotes* provides excellent reading

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resources useful for students of all ages and in both adult education and family literacy settings. Issues have focused on comprehension, vocabulary, fluency, phonics and building strong readers.

Enter the drawing for a literacy resource for your program by taking the survey on the last page of the newsletter. Winners have included Breathitt, Butler, Carroll, Larue, Harlan, Grayson and Logan Counties.

In addition, the National Center for Family Literacy has released a free, 16-page magazine called *Cultivating Readers*, which contains dozens of tips and activities. It is available by e-mailing info@famlit.org.

***PD Connection* offers technology tips**

The summer issue of [*PD Connection*](#) focuses on technological literacy. Topics include using blogs as a classroom tool, employing Smart Board technology and providing accommodations for student technology use.

TV captions may offer literacy lessons

Literacy lessons may be just a click away for adult students now that a wide variety of primetime TV programs offer captioning. [Evidence](#) suggests that adult students, especially English language learners, can improve their literacy skills by reading written captions while watching favorite shows.

Mileage reimbursement rate

The mileage reimbursement rate for state travel increased to 49 cents for July 1 – September 30, 2008. More information about travel rates is available by [clicking here](#).

Valuable link

The new issue of “Focus on Basics” is now available at www.worlded.org. The theme is numeracy.